



APPLICATION FOR BLOCK PARTY PERMIT

PROJECT ASSISTANCE CENTER
200 Civic Center Way, El Cajon, CA 92020
Phone: 619-441-2202

Applicant Name: _____ **Address:** _____
Email: _____ **Phone Number:** _____
Contact Person (On-site Day of the Event): _____ **Mobile Phone (Contact Person):** _____
Event Date: _____ **Start Time (include setup):** _____ **End Time (include cleanup):** _____
Street Name to be Closed _____
Location of Block Party (from House# to House #): _____
Event Description (purpose, number of people expected, type, etc.): _____

Name of Vendor Providing Barricades: _____

Block Party Rules and Conditions

General:

- Applicant must be 18 years of age or older.
- A complete application package shall be submitted online via the City's Project Assistance Center Online (PACO) a minimum of fifteen (15) working days prior to an event. The applicant will be notified of the approval, or not, through PACO.
- Only local or residential streets may be closed for an approved event.
- No Street shall be closed for a Block Party more than once in a three-month period unless special approval is received from the Director of Public Works.
- Signatures from 80% of all households within the closure area, indicating their consent, shall be submitted with this application (please use attached Neighborhood Petition form).
- Any violations of the rules and conditions may be grounds for immediate termination and disbarment of future events.
- The block party permit issued is valid for the dates and times identified in the application, and deviation from such will not be allowed.

Traffic Control and Emergency Access Requirements

- Lighted barricades (yellow or amber flashers) and road closure signs must be used for the closure and can be acquired or rented from a local traffic control supply or equipment rental. Examples of vendors include Hudson Safe-T-Lite or equal.
- Barricades and "Road Closed" signs may not exceed a spacing of 6 feet apart at the street closure and shall be placed at locations identified in the approved Traffic Control Plan as approved by the Department of Public Works.
- The placement of any furniture, activities, tents or equipment on a street(s) shall be located such that a twenty foot (20') unobstructed lane or clear path of travel sufficient for access by an emergency vehicle is maintained throughout the entire Block Party venue.
- No temporary structures may be placed in the public right-of-way / street(s), such as inflatables, slides, bounce houses, etc.
- Fire hydrants must remain clear and unobstructed

Operational Requirements

- Permitted hours of operations for the event are between 8:00 am and 10:00pm, which includes the setup and comprehensive cleanup of the area and removal of all barricades and traffic control devices.
- Music and/or sound amplification must be kept at an acceptable level in accordance with El Cajon Municipal Code Chapter 9.44.
- Tents and air-supported structures over 200 square feet and canopies over 400 square feet require a separate permit and are subject to specific safety standards. Please contact Building and Fire Safety at 619-441-1726 for more information.
- Open burning, bonfires, BBQ pits, grills, smokers, etc. are not permitted in the public right-of-way or street.
- Fire rings, fire pits, BBQs, and the like, are to be located on private property. An adult must attend open fires at all times until the fire is extinguished. A minimum of one fire extinguisher with a 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be immediately available for use.
- Alcoholic beverages shall not be consumed on City public property, including streets and sidewalks. The use of alcoholic beverages on private property shall comply with all applicable laws.

- All activities and games are to be conducted at your own risk.
- Upon a complaint by any reasonable person, the applicant must ensure any sound is turned down to a more acceptable level or eliminated altogether.
- Applicants and all event participants must comply with all applicable city, county, state and federal regulations.

Environmental Requirements and Best Management Practices

- Prevent discharges of trash, debris, or other waste water (including washing fluids) to the storm drain system.
- Sweep or vacuum to clean outdoor areas.
- Protect all storm drain inlet openings within the area with gravel bags.
- A comprehensive clean-up must be done at the conclusion of the event. All trash, dirt and debris must be swept up and removed from the site and properly disposed of in trash receptacles. If power washing is to be used during the final clean up, all power wash water must be captured, contained, and collected using gravel bag berms and a wet/dry vacuum system.
- Please advise all those participating in this special event to park safely and legally.
- The applicant agrees to compensate the City of El Cajon for any loss or damage to public property as a result of this event. In the event City of El Cajon resources are required for the event, the applicant will provide the City with a deposit for the City's estimated costs no later than ten (10) days prior to the event. The applicant agrees that if the actual costs exceed the deposit, the applicant will pay the City the difference within fifteen (15) days of the date of the bill from the City. A refund will be issued by the City within fifteen (15) days if the deposit exceeds the costs. Applicant agrees to clean and restore site within 24 hours after event

Submission of Application is not complete without the submission of the following:

Completed Application for Block Party Permit

Layout Plan, which shows:

- a) Placement of all traffic control devices, including barricades and signs;
- b) Placement of temporary structures and equipment; and
- c) 20' wide unobstructed emergency vehicle route.

Neighborhood Petition Form, which includes signatures and consent from 80% of all households within the block party area.

By signing and submitting this application, the applicant:

1. Acknowledges that all materials submitted as part of this application package are considered to be public information, may be posted on the internet, and distributed to the necessary City Departments, Committees, Commissions, and City Council as part of the approval process, and are subject to review by the public.
2. Agrees to, at its sole expense, to defend, indemnify, release, and hold harmless the City, its City Departments, Committees, Commissions, Council, officers, and employees from and against any and all claims, demands, obligations, damages, actions, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including without limitation, attorney's fees, disbursements and court costs) of any kind and nature whatsoever which may arise from or in any manner related (directly or indirectly) to the permit of the block party activities. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorney's fees, and other expenses incurred in connection with such claim, action, or proceeding whether by the permittee, City, and/or parties initiating or bringing such proceeding.

The Applicant agrees that a copy of the signature to this instrument is as valid as the original. This representation is being relied upon by the City of El Cajon and is a material term hereof.

Applicant Signature: _____

Applicant Name: _____ **Date:** _____



APPLICATION FOR BLOCK PARTY PERMIT
LAYOUT PLAN

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Instructions for completing the LAYOUT PLAN
Please provide a sketch of the street closure layout and immediate area. At a minimum, the site plan should include the following information:

- a) placement of all traffic control devices, including barricades and signs;
- b) placement of temporary structures and equipment; and
- c) 20' wide unobstructed emergency vehicle route



APPLICATION FOR BLOCK PARTY PERMIT
Noise and Social Host Ordinances

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**If you are planning a large party, inform your neighbors and the police in advance;
include your phone number so they may call you with any concerns.
Have fun, be safe, and be a good neighbor!**

Know How to Party Responsibly

- Underage drinking is associated with the leading causes of death for teens and young adults, including homicide, suicide, and motor vehicle crashes.
- It is the duty of any person who hosts, permits, or allows a gathering to take steps to ensure that guests under the age of 21 do not have access to alcohol.

You Must:

- Control access to alcoholic beverages at the gathering,
- Control the quantity of alcoholic beverages present at the gathering,
- Verify the age of persons attending the gathering by inspecting a driver's license or other government-issued identification, and
- Supervise the activities of persons under 21 years of age.

You should also:

- Limit the number of guests. Keep it to people you know.
- Control the noise level. Take the party inside after 11 p.m.
- Plan for parking. Be sure that you and your guests are following local parking and traffic laws.
- Control your guests. If your party gets out of hand, ask people to leave.
- Alert the police if there are early signs that a party is getting out of control.

It Is Illegal to:

- Possess, consume, or purchase any alcoholic beverage if you are under the age of 21.
- Knowingly host, permit, or allow a gathering where at least one person under the age of 21 consumes an alcoholic beverage.
- Sell alcohol without a license.
- Furnish alcohol to anyone under the age of 21.
- Operate radios, musical instruments, TVs, machines, loud speakers, or similar equipment in residential areas between 11 p.m. and 8 a.m. that is plainly audible fifty (50) feet from the building or vehicle in which it is located.

Know What Can Happen

- If law enforcement officers determine that a party or event is in violation of laws, the following individuals may be held responsible and face penalties:
- The person(s) who hosts, organizes or allows the event.
- The person(s) responsible for the residential or commercial property where the problem occurs.
- Violators can receive up to 6 months in jail and/or be fined up to \$1,000 per incident.
- Repeated violations can result in additional fines and/or penalties.
- The police can also seize as evidence any device making the noise that violates the noise ordinance.

Applicable Laws

El Cajon Municipal Code

- Noise Regulations : §9.44.010 through §9.44.030
- Social Host: § 9.30.010 through §9.30.090

California Business and Professions Code

- Sell alcohol to person under 21: § 23300
- Furnish alcohol to person under 21: § 25658
- Possess alcohol by person under 21: § 25662(a)